



## **ADMINISTRATIVE ASSISTANT**

The U.S. Embassy in Apia invites applications from all candidates for the full-time position of Administrative Assistant. This position ensures proper payroll time keeping of all employees, keeps the official diary and calendar for the Senior Diplomat at the Embassy, maintains proper record keeping, and answers customer queries on the phone and on occasion in person, with the highest professional conduct.

All applicants must have successfully completed secondary school, and have 3-5 years of customer service and/or office administration experience. Applicants must be fluent in English and Samoan, and have the ability to prioritize projects and meets deadlines. This vacancy is open to all interested candidates including U.S. veterans and eligible U.S. citizens.

The starting salary for this position is WST\$13,516 plus allowances of WST\$6,168 per annum.

A copy of the full job description and person specifications is available at [http://samoa.usembassy.gov/job\\_opportunities.html](http://samoa.usembassy.gov/job_opportunities.html)

*All employees of the Government are required to complete full medical and security background checks.*

To apply, please complete and submit the Universal Employment Application at [http://samoa.usembassy.gov/job\\_opportunities.html](http://samoa.usembassy.gov/job_opportunities.html)

**Applications close at 4.00pm on Friday, 25 November, 2011.**

Address correspondence to:

US Embassy Apia  
Admin Asst  
P.O. Box 3430  
APIA

Please include "Administrative Assistant" at top left hand corner of envelope

or

Email: [Wellington.HR@state.gov](mailto:Wellington.HR@state.gov)